

NEW JERSEY OFFICE OF INFORMATION TECHNOLOGY
NOTICE OF JOB VACANCY
ADMINISTRATIVE ANALYST 2

POSTING PERIOD		
FROM: 3/3/15	TO: 3/17/15	POSTING #: 2015-023
POSTING OPEN TO:		LOCATION:
<input checked="checked" type="checkbox"/> STATEWIDE: *<u>Permanent</u> New Jersey State Government Employees in any variant of: Administrative Analyst 2		Office of Information Technology Financial Management Unit 300 Riverview Plaza – 4th Floor Trenton, NJ 08625
TITLE: Administrative Analyst 2 (Function: Asset Management Specialist)		NO. OF POSITIONS: 1
SALARY RANGE: P26 \$64,677.09-\$92,011.89		HOURS OF WORK: TBD
<p>*Open only to New Jersey State Government employees with <u>permanent status</u> in any variant of the Administrative Analyst 2, and meet the requirements listed below. Candidates must be permanent in title and have passed a working test period. Selected candidate will transfer laterally in permanent title.</p> <p>DESCRIPTION OF POSITION: Under general supervision of the Assistant Director, the Asset Management Specialist will take the lead role in the continued review, analysis, and appraisal of administrative procedures relative to the fixed asset inventory system and Treasury's Land and Building Asset Management (LBAM) system. The Asset Management Specialist will analyze and track all OIT purchases and record the pertinent information into OIT's internal asset system, and LBAM system when applicable. They will coordinate procurement with continuation maintenance renewals, assist OIT's units with the annual asset certification process, provide depreciation reports for the Cost Allocation and Recovery process, and recommend changes and improvements as appropriate.</p> <p><u>MUST HAVE THESE REQUIRED SKILLSETS TO BE CONSIDERED:</u> Excellent communication skills. Advanced knowledge of Microsoft Excel and Word. Familiarity with asset software management and Treasury's LBAM system is preferred. Ability to analyze data, prepare complex analytical reports/spreadsheets, and recommend changes and improvements as appropriate.</p> <p>DEFINITION: Under general supervision of an Administrative Analyst 1 or other supervisor in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.</p> <p>REQUIREMENTS: EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree. EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.</p>		

SUBSTITUTIONS:

Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Additional information may be obtained from the New Jersey Civil Service Commission website.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST, WITHIN THE POSTING PERIOD.**Electronic Filing**

Applicants are encouraged to file electronically.

Forward your letter of interest and resume electronically to recruiter4@oit.nj.gov

Include the posting number and your e-mail address so that we may acknowledge your response electronically.

Alternate Filing

If unable to file electronically, applicants may forward your resume and letter (including posting # to:

Linda Schulman
Manager, Human Resources
P.O. Box 212
300 Riverview Plaza, 4th Floor
Trenton, New Jersey 08625

THIS IS **NOT** A PROMOTIONAL ANNOUNCEMENT.

JOB POSTING AUTHORIZED BY:



Sharon Pagano
Chief of Staff
Office of Information Technology